

Sustainable Materials Recovery Program Grant Information Session

Focus on Opportunities for
Drop-off Municipalities

Massachusetts
Department of Environmental Protection
April 5, 2017

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Agenda

- SMRP Background
- Grant Timeline
- Minimum Eligibility Criteria
 - *New: Renewing the Master Agreement*
- Review of all SMRP grant offerings
 - Questions and Answers*
- Recycling Dividends Program (RDP)
 - Questions and Answers*

SMRP Background

- Created through Green Communities Act
- MassDEP regulations (310 CMR 19.300)
- Six municipal waste combustors qualified to earn Waste Energy Credits
- 50% of WECs revenue goes to “DEP approved recycling programs”
- Municipal Grant Program – Year 8

<http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>

Municipal Program Summary

	FY14	FY15 (1 st year w/RDP)	FY16	FY17
Requested	\$3.2 mill	\$4.7 mill	\$5.8 mill	\$5.1 mill
# of Applicants	144	184	225	222
Awarded	\$2.47 mill	\$3.29 mill	\$4.97 mill	\$4.08 mill
# of Awardees	137	180	221	220

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This slide shows the last four years of the SMRP program, and you can see we've seen an increase of both **AWARDED AMOUNT** and **# of AWARDEES** over that time.

A large part of the increase in applications betw FY14 and FY15 was the introduction of RDP, and the increase in dollars awarded increased between FY15 and FY16 because of the addition of the Mattress Recycling Incentive program and the increase in RDP awards.

In FY18, we expect to award approximately \$4 million.

FY17 Grant Applications and Awards

• Mattress Recycling Incentive	11 of 13 awarded	\$352,000
• Recycling Carts	7 of 7 awarded	\$615,700
• Food Waste Carts	0 of 0 awarded	\$ 0
• Waste Reduction Projects	1 of 2 awarded	\$100,000
• Organics Capacity	0 of 0 awarded	\$ 0
• PAYT / SMART	4 of 4 awarded	\$850,000
• Waste Reduction Enforcement Coordinator	4 of 6 awarded	\$166,000
• Drop-off	31 of 36 awarded	\$220,000
• School Recycling Asst.	1 of 4 awarded	\$ 26,650
• Small Scale Initiatives	51 of 51 awarded	\$ 54,900
• Recycling Dividends	166 of 175 awarded	\$1,549,550

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- This slide shows the detail of the \$4.1 million awarded last year. During the webinar I discussed each category except for those in dark gray, which were covered in the curbside webinar.

- The good news is that municipalities can request and be awarded in more than one category. AND, the awards are not tied to the fiscal year which means we have more flexibility to establish a timeline for each grant category commensurate with its implementation complexity.

- Grant funds for all programs are disbursed on a reimbursement basis
– EXCEPT the Recycling Dividends Program

- The invoicing deadline for some grants cross fiscal years, BUT IN ALL CASES, funds must be reimbursed in the fiscal year in which they were spent.

-Perspective – of the 315 municipalities with municipal programs, 47% are served by drop-off programs, and 53% by curbside.

-AND – of all the households served by municipal programs, 12% are

served by drop-off programs and 88% by curbside programs.

SMRP Timeline – Municipal Grants

Application Issued: April 3, 2017 (Re-TRAC)

Grant Webinars:

April 5th 10am to 12pm – Focus on Drop-off

April 13th 10am to 12pm – Focus on Curbside

Application Deadline: June 14, 2017

Award Recommendations: by mid-August

Award Announcements: targeted for September

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Last year RDP and Small Scale were awarded in October and the rest of SMRP in November

Grant Process and Documentation

Award Letter: Paper copy mailed to CEO with copy to Recycling Contact

Checklist: One for each grant category; included with award letter; next steps and deadlines; ready to receive GA once complete

Grant Agreement (GA): Contract; must be signed by authorized signatory; authorization to spend

Reminder emails from Boston staff and MACs

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If you are awarded in multiple categories you will have more paperwork and more deadlines to keep track of. If the paperwork for multiple grant awards is too much, administratively or otherwise, for a grantee to take on, awarded items can be declined.

The **Award Letter** is sent to the Chief Executive Official on file. Boston staff update records using the town's website annually, before the end of March. This is usually a Mayor, Board Chair, Town Manager/Administrator. A copy of the letter is also mailed to the Recycling Contact on file.

For each grant category awarded, a **Checklist** is included with the award letter which outlines next steps and deadlines. Deadlines differ by grant category and generally depend on the complexity of implementing various programs. Funds are forfeited if deadlines are missed. Once complete, it signifies the grantee has all necessary program elements in place and is ready to sign a Grant Agreement. "Expired" awards reflect poorly on a grantee, while "declined" awards do not.

The **Grant Agreement** specifies the grantee's obligations under this grant: duration of the grant, invoicing deadline, procurement restrictions, reporting obligations, repercussions if grant requirements are not met, etc. For certain grant categories, information provided on the checklist determines language in the Grant Agreement. MassDEP must have a hard copy with an original "wet" signature. Mail documents to the address found on the checklist.

It is the grantee's responsibility to know the deadlines of the grants awarded. However, Boston staff and/or you MAC may send you reminder messages. Ignore these messages at

your own peril. If you receive a reminder it means that according to our records, we do not yet have what we need.

Who May Apply for SMRP?

Individual Municipalities

- May be disqualified for open/active enforcement actions

Regional Government Entities

- Solid waste management districts, regional planning authorities, etc.
- Must be legislatively authorized

Non-Profits

- Federally recognized under Section 501(c)(3)
 - Serving municipalities and residents
- ReTRAC account established by June 1, 2017

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As soon as the application period closes, a list of municipal applicants is forwarded to other DEP divisions and to the regional offices.

A municipality may be disqualified for open/active enforcement actions. If this happens, the applicant will receive an email from Tina Klein.

Minimum Eligibility Criteria

Annual Notification of Buy Recycled Policy

Annual notification to department heads and employees with purchasing responsibility from Mayor, BOS, Town Manager/Administrator or CPO

Recycling in Practice

Data Reporting Requirements

- CY2015 & CY2016 Municipal Recycling and SW Survey
- CY2016 Recycling Dividends Program (RDP) Annual Report, if funds awarded

New: Standard Contract/Authorized Signatory

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Samples of the “Annual Notification of Buy Recycled Policy” are posted on web

New: Master Agreement

- Master Agreement – Mechanism for reimbursement
 - Authorized Signatory Listing Form
 - Standard Contract Form
 - 5-year cycle. Expires 6/30/2022
- Return completed before applying for grants
- Doesn't commit municipality to ANYTHING
- Municipalities and Regional Authorities

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The Commonwealth has a payment system that cuts check (or electronic transfers) to vendors and contractor.

That system sees each municipality as a vendor and in order to receive SMRP grant funds that municipality has to be on the current SMRP Master Agreement.

The Master Agreement is made up of two forms: the Standard Contract Form and the Authorized Signatory Listing Form.

The Master Agreement renews every 5 years. The current MA expires on 6/30/2017 and the next MA will cover any SMRP funds paid/disbursed between 7/1/17 and 6/30/22.

Master Agreement Authorized Signatory Listing

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME:
CONTRACTOR VENDOR/CUSTOMER CODE:

INSTRUCTIONS: Any Contractor (other than a sole proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authority of signature (a notarial signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual).

NOTICE: Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

For privacy purposes DO NOT ATTACH any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Paul Blount	Chairman Board of Selectmen
Ray Pickles	Administrative Assistant - Town of Chatham
David Smith	Treasurer - Town of Chatham

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatory above retires, is otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature: Paul Blount Date: 3-16-12

Title: Chairman Board of Selectmen Telephone: 508-940-7408
Fax: 508-940-3318 Email: general@townclerk@yahoo.com

(Listing can not be accepted without all of this information completed.)
A copy of this listing must be attached to the "record copy" of a contract filed with the department.

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that departments obtain authentication of signatures for the signatory who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of a notary.

Signatory's full legal name (print or type): Paul Blount
The Chairman Board of Selectmen

X Paul Blount
Signatory's full legal name (print or type) (Complete only in presence of notary)

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

MassDep Clerk (NOTARY) as a notary public certify that I witnessed the signature of the above-named signatory above and I verified the individual's identity on this date:
March 16, 2012

My commission expires on: February 9, 2018

Elaine D'Amico
(CORPORATE CLERK certify that I witnessed the signature of the above-named signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date.)

AFTER NOTARY SEAL

AFTER CORPORATE SEAL

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- Required by MassDEP
- Does not need to be re-filed when personnel changes
- May sign Grant Agreements

The Authorized Signatory Listing Form is two pages.

Page one lists the person or persons authorized to accept SMRP grant funds from the state. Any person listed in the table or the person who has signed at the bottom of page 1 will be able to sign any SMRP Grant Agreement.

The form asks for the person's name and TITLE.

*****If there are personnel changes, in this example a change in the Chair of the Board of Selectmen, or Administrative Assistant or Treasurer, we DO NOT need this form filled out again. The current person holding the title listed will be able to sign.*****

The person who signs the bottom of page 1 should also be the person who's signature is notarized on page 2. With their signature, this person is saying that they have the authority to say that yes, in fact, the people listed on page 1 are authorized to sign for grants.

[illegible]

- This document lists what the State knows to by the municipality's legal address. If this address is incorrect, or no longer valid, call Lydia Meintel-Wade (contact info on last slide)
- In the upper left-hand section, fill in the Contract Manager, Email, Phone and Fax. This does not need to be a person listed on the Authorized Signatory Listing. It should be the person likely to know the most about the grant program and grant awards.
- At the bottom, it must be signed by one of the people listed on page 1 of the Authorized Signatory Listing form.
- Do not change or fill in any other sections.

New: Master Agreement

- Paperwork sent to the Recycling Contact in ~300 municipalities and regional authorities
- Check with your MAC if you cannot find the paperwork

As of 4/13, we've received this paperwork back from 138 municipalities

Re-TRAC Statuses

-  • Not started
-  • Saved with Error
-  • Saved Complete
-  • Submitted and Locked

- Must be SUBMITTED by the 11:59pm on June 14, 2017 to be considered

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- If you SAVE a partially completed survey, then the next time you go into Re-TRAC you will see the yellow triangle symbol.
- Once you complete and SUBMIT, this symbol changes to a lock and hour glass, and once the data is pulled into DEP's system, it will change to a lock with a green checkmark.
- Once you SUBMIT, you cannot change the survey
- If you see a green checkmark, it means that all the survey questions have been answered but you have NOT submitted (and may be planning to return to the survey).
- At any time, you can go into the survey and use the File>Print function to print your survey

ReTRAC Error Messages

This sequence is enforced by ReTRAC

1. Submit CY2015 Recycling/Solid Waste survey (R&SW)
AND CY2016 R&SW survey & RDP Annual Report
2. Then – submit Overview/Eligibility form
3. Then – submit grant item forms

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First you must fulfill the data and reporting requirements – these reports were due February 15th, so most you have already met this criteria.

Then – you need to certify that you meet the rest of the Eligibility Criteria

Then you are ready to request grant items

ReTRAC Error Messages

Overview/Eligibility before any Data

Notice: This system is used for presentations. The official Re-TRAC Connect™ application is available at connect.re-trac.com

Re-TRAC Emily Martin Messages 534 Help Log Out

Dashboard Programs Directories Toolkit

Join Programs | MassDEP Municipal Recycling Programs

The CY2013 Recycling and Solid Waste survey must be submitted before this survey.
 The CY2014 Recycling and Solid Waste survey must be submitted before this survey.
 The CY2014 Recycling Dividends Annual Report must be submitted before this survey.

Certification of Minimum Eligibility Criteria response successfully saved for 2015
[View Here](#)

Agawam

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Program Details

Member Information:
 Status Program Entry

MassDEP Municipal Recycling Programs Status

Member: AGAWAM

	2015	2014	2013	2012	2011
Recycling and Solid Waste Survey					
Recycling Dividends Program (RDP) - Annual Report					
Application for In-Kind Technical Assistance					
- Sustainable Materials Recovery Program - Municipal Grant Application					
Overview and Certification of Minimum Eligibility Criteria Municipality					
NEW: Carpet and Mattress Recycling Incentive					
SMART/PAYT Program Funds					
Waste Reduction Enforcement Coordinator					

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ReTRAC Error Messages

Grant Item form before Overview/Eligibility

Notice: This system is used for presentations. The official Re-TRAC Connect™ application is available at connect.re-trac.com

Re-TRAC
Emily Martin Messages 54 Help Log Out

Dashboard Programs Directories ToolKit

Join Programs | MassDEP Municipal Recycling Programs

The Overview and Certification of Minimum Eligibility (Municipality) Survey must be submitted before grant item forms can be submitted.
If you are a Regional Authority or Non-Profit, the Overview and Certification of Minimum Eligibility Survey must be submitted before grant item forms can be submitted.

SMART/PAYT Program Funds response successfully saved for 2015
[View Here](#)

Eastham

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Program Details

Member Information:
Status
Program Forms

MassDEP Municipal Recycling Programs Status

Member: EASTHAM

	2015	2014	2013	2012	2011
Recycling and Solid Waste Survey					
Recycling Dividends Program (RDP) - Annual Report					
Application for In-Kind Technical Assistance					
Sustainable Materials Recovery Program - Municipal Grant Application					
Overview and Certification of Minimum Eligibility Criteria Municipality					
NEW: Carpet and Mattress Recycling Incentive					
SMART/PAYT Program Funds					
Waste Reduction Enforcement Coordinator					

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Questions

Review of Grant Items

SMRP Grant Items

- Mattress Recycling Incentive
- PAYT/SMART Implementation Funds
- Curbside Equipment
- Drop-off Equipment
- School Recycling Assistance
- Waste Reduction/Organics Capacity Projects
- Small Scale Initiatives
- Recycling Dividends Program

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GRANT GUIDANCE: Each grant item is described in the Guidance document. Please read the section on Minimum Eligibility and the sections pertaining to each grant item for which you intend to apply.

REFERENCE COPY of Grant Application: available on the SMRP webpage. Please note that it will show you all possible questions.

Remember, the way ReTRAC works is that it will show you sections of the application based on selections made. So, you will not be presented with all the questions you see in each section.

All are reimbursement based EXCEPT RDP

Mattress Recycling Incentive

- Source-separated residential mattresses and box springs, collected curbside or at a drop-off
- Grantees are assigned to a state vendor; MassDEP pays the vendor directly for all transportation and processing costs up to two years – no volume limit
- Some awards include rental of a collection container; some grantees are required to provide a container
- Collection can begin after grant agreement is executed

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Under The Mattress Recycling Incentive grant, MassDEP will pay a State Vendor directly for transportation and processing of mattresses and boxsprings

This will be the third year we are offering this grant, and so far the 33 grantees from year ONE have recycled more than 19,000 mattresses

And the 9 year TWO grantees will be starting their collections soon.

Mattress collection includes BOX SPRINGS

Mattress Recycling Incentive

- Municipalities that will continue to offer outlets for disposal of mattresses may not be eligible – contact DEP to discuss specific situations
- With certain exceptions, grantees may charge residents up to \$5 per piece, or charge more than \$5 and continue the recycling program for one year after the termination of the grant
- Municipalities either load mattress containers or actively direct residents in loading and rearrange loads to maximize loading efficiency

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Regarding the fee policy: Our intention is that a portion of the savings provided by this grant be passed on to residents, incentivizing them to bring their mattresses for recycling during the grant period. This maximum fee is intended to offset the handling costs incurred by the Grantee.

A higher fee without the additional time commitment will be allowed for curbside programs and when the municipality will expend funds to procure a collection container (when this is not included in the award).

For a 12 month commitment after the grant period, the grantee may continue with the assigned vendor or select another that meets the recycling % thresholds of Statewide Contract FAC90.

PAYT/SMART Implementation Funds

Residents are charged for trash disposal based on the amount they throw away.

Most successful program for reducing solid waste

Start-up Funds for new SMART/PAYT program

- Drop-off: \$10/household

Upgrade to Existing SMART/PAYT program

- Convert from 'one bag free' to 'no bags free' -- \$5/household
- Transition from a sticker to a bag program -- \$5/household

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Upgrade to existing PAYT program \$5/household

From a "one bag free" to "No bags free" OR

Upgrade from sticker, tag, punchcard to Bag program

Maximum Award Amount for Upgrades is \$150,000

There are 145 cities and towns with PAYT programs. 87 are Drop-off and 58 are curbside

Drop-off Recycling Collection Equipment

Open-top Roll-off – up to \$5,500

- Bulky rigid plastics
- Construction/demolition wood

Compactor – up to \$7,500

- Cardboard
- Mixed paper and Cardboard
- Single stream recyclables

Universal Waste Shed – up to \$3,000

- Minimum of 80 square feet

Swap Shop Shed or Container – up to \$6,000

- Establish a new swap shop, minimum of 190 square feet

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Equipment for the *diversion* of source separated target materials

The Drop-off recycling and organics collection equipment is for the collecting of targeted materials at transfer stations and recycling drop-off facilities.

Replacing RENTED containers are allowed

MUST recycle what is collected (can't send for disposal)

Not balers

Not set-out bins (blue bins)

Requests for compactors will be evaluated on the tons of material collected and the projected savings from less frequent hauls of recyclables to market.

Municipalities with access to the mercury diversion services through their contracted waste combustor (via the Material Separation Plan programs) are not eligible for a UW shed.

Drop-off Organics Collection Equipment

Food Waste Collection at municipal collection sites:

Equipment – up to \$1,500

- 95-gallon carts or 2YD dumpsters most common

Transportation and Processing – up to \$2,500

- Must be used within first two year of the program

Educational Materials (max \$1,000)

310 CMR 16.03(2) (c)3.

Conditionally Exempt: Municipal food collection centers

Municipal Food Material Collection Center. A municipally owned collection center for residents to drop off food materials, provided that:

- a. the center accepts only food materials from residents of the municipality;
- b. the food material is stored in a container which is kept sealed when food material is not being added;
- c. no more than 1 ton of food material is collected per day and no more than 3 tons are on-site at any time;
- d. the food material is stored at the center and removed from the center in a manner that does not create public nuisance conditions, such as, but not limited to, odors or vectors. In no case shall food material be on-site for more than seven days after receipt; and
- e. at least 30 days prior to commencement of operations, the owner or operator notifies the Department and the board of health, in writing, using a form provided by the Department.

School Recycling Assistance

- Applications for district-wide programs only
- Requires top-down commitment (district to each school)
- Start up new recycling programs or expand existing programs
 - Paper, cardboard, bottles and cans, milk cartons
 - Food waste (if full recycling in place)
- Award: based on district student count
 - up to \$30,000 for less than 5,000 students
 - up to \$60,000 for 5,000 to 9,999 students
 - up to \$100,000 for 10,000 or more students

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This is a very competitive grant. Our first priority will be school districts that need assistance implementing recycling in all schools, and demonstrate, through their application, that there is commitment to sustaining the program beyond the grant period.

Currently 6 open grants; two to close at end of FY17

Commitment Form – template on the website – requires signatures from superintendent, facilities, principal, etc.

School must adopt a mandatory recycling policy – template on the website

School Recycling Assistance

- Funding for start-up costs:
 - collection containers
 - education/outreach
 - program coordination
- Includes on-site technical assistance (walk-through for schools; implementation plan)
- Applicants should be prepared to address:
 - Program sustainability, tracking, and measurement
 - Scope of equipment needs and cost

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Technical assistance through this grant, consists of school walk-throughs with staff and project coordinators, and assistance in the development of the grantee's School Recycling Implementation Plan. This technical assistance will be provided by a MassDEP subcontractor, CET – Center for Ecological Technologies, who will be paid directly by MassDEP.

This means that the Technical Assistance does not come out of the grantee's award amount.

Waste Reduction/Organics Capacity Projects

- Requires a stand-alone proposal (in prescribed format)
 - Waste Reduction project – up to \$100,000
(Municipalities, Regional Authorities and Non-Profits)
 - Permanent HHW Facility – up to \$250,000
(Municipalities and Regional Authorities)
 - Organics Capacity projects – up to \$500,000
(Municipalities and Regional Authorities)
- Consult MassDEP about proposal ideas prior to developing

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CALL Brooke Nash to vet your idea!

- Permanent HHW collection center
- Expansion or start-up of regional centers for recycling, reuse, HHW
- Reuse initiatives
- Diversion of textiles, film plastics, surplus building materials, furniture, wood, household hazardous waste or other difficult-to-recycle materials

Waste Reduction Project Categories

- Particular interest in reuse initiatives
- Permanent HHW collection center
- Expansion or start-up of regional centers for recycling, reuse, HHW
- Diversion of textiles, film plastics, surplus building materials, furniture, wood, household hazardous waste or other difficult-to-recycle materials

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Particular interest in projects that advance reuse, repair, or remanufacturing to extend the lifespan of existing products and materials and reduce consumption of newly manufactured products.

Organics Capacity Projects

Eligible Organics Capacity Projects:

- Expansion of existing leaf and yard waste composting operations to include source separated food waste;
- New operations that will process source separated organics (including slurring, anaerobic digestion, composting);
- Improving the efficiency of an existing operation that handles source separated food waste;
- Anaerobic digestion facilities accepting source separated food waste

Use of Funds – up to \$500,000:

- Minimum of 85% for capital costs, ex: construction, site improvements and equipment

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A maximum of 15% of awarded funds may be used for engineering, design or other non-capital expenditures. Funds will NOT be awarded for operating costs.

Other food waste composting operations (windrow, aerated static pile, added to existing yard waste composting sites)

Organics-to-Energy Projects

Other funding sources (for financial and technical assistance):

- Mass Clean Energy Center, MassDevelopment, Mass DOER, others
- Must be organics-to-energy project
- Complete funding list on MassDEP's website:

<http://www.mass.gov/eea/agencies/massdep/climate-energy/energy/anaerobic-digestion/anaerobic-digestion-financing-and-technical.html>

Call Greg Cooper to discuss your organics project:
617-292-5988

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This funding matrix lists categories of funding and the funding agency (with links to their program).

The second column (“Sited on Public Property”) is what applies to public projects.

Many agencies accept requests on a rolling basis

Waste Reduction/Organics Capacity Projects Application Process

- Call MassDEP to discuss project idea
- Download application from website: **Mandatory Proposal Outline**
- Review evaluation criteria in Grant Guidance
- Prepare 4 to 8 page proposal – using the template provided
- Obtain support letters, as needed
- Attach proposal (MS Word file) to ReTRAC grant submittal
- Must be prepared to conduct project without dedicated MAC time

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\$50,000 maximum for 1 year project; \$100,000 for 2 year project; \$250k for HHW

The category will require the applicant to develop a proposal. Maximum 8 pages in length and MUST adhere to the proposal format provided. (Includes: Project Title, Project Justification/Need, Project Goals, Work Plan, Project Evaluation, Key Personnel, Letters of Support, Budget and Narrative)

Download the proposal outline from the website. Save the file (MS Word) to your computer. Prepare proposal and upload document when prompted during the ReTRAC online submittal process. A proposal MUST be submitted in conjunction with a SMRP application (via ReTRAC).

Funding can be used for capital costs, personnel, consultants, but not operating costs – exception is pilot programs but only operating costs that exceed normal operation costs.

DEP is NOT offering MAC technical assistance as part of the pilot or regional grants– the applicant must be prepared to dedicate staff project manager to guide project, and/or hire and manage a consultant or contractor. This is critical!!

If you have a question about a specific project or idea, please save it until after the grant session is over and see us afterwards, or call.

Evaluation Criteria: Justification/Need
Feasibility/Work Plan
Measurement/Evaluation
Support/Commitment
Budget and matching funds and BUDGET NARRATIVE

Size of population served and potential as model

Small Scale Initiatives

To sustain existing waste reduction programs and facilitate new, low-cost initiatives

- Population based (seasonally adjusted)
- Award amounts between \$500 and \$2000
- Same eligible expenses as RDP (see handout)
- Funds must be spent by June 30, 2018
- NOT competitive. Will be awarded if not eligible for RDP.
- Everyone should apply

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Simplified application

Remember, this is a reimbursement grant

0 – 5000		\$500
5001 – 10,000	\$750	
10,001 – 15,000		\$1,000
15,000 – 25,000		\$1,250
25,001 – 50,000		\$1,500
50,000+		\$2000

Questions

Recycling Dividends Program Year 4

Recycling Dividends Program Structure

- Best practices framework
- Each RDP criterion has been assigned a point value
- Point values vary based on demonstrated impact on waste diversion
- Must earn a minimum of 6 points (out of a maximum of 23) to receive \$\$
- Payment brackets based on the number of households served by municipal trash program
- Two categories of criteria
 - Drop-off trash and recycling
 - Curbside trash and recycling
- Minimum points to qualify will increase to 7 or 8 or 9 for next year's grant application

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Helpful to have a copy of the RDP Worksheet when reviewing this section: One option per category; note new categories and new points in existing categories

- A municipality earns points for having implemented programs and policies that have demonstrated impact on waste diversion. Think “best practices” framework.
- RDP rewards communities with model recycling programs and provides incentives to take strategic steps to improve programs.

One of the PRIMARY design criteria that we kept in mind throughout the process of defining this program, and getting approval to launch the program, was that the criteria clearly state the performance standard that must be met in order to earn points. We strived to create a set of criteria that is clear, no gray.

- Each RDP criterion has been assigned a point value based on demonstrated impact on waste reduction. So for example, a Pay-As-You-Throw program is worth more points than allowing businesses to drop recyclable materials at your drop-off. And within the Pay-As-You-Throw criterion, a full PAYT program, where there are no bags free, is worth more points than a PAYT program which allows one bag/barrel per week free.

- Payment brackets are based on the number of households served by the municipal program. This is different from the Small-Scale Initiatives grant item which is based on population.

- Municipality must provide parallel access to Recycling and Trash service. Subscription programs are not eligible for this program.

RDP: Award Basis

Households Served by Municipal Trash Program	FY17 Value of Each Point	FY18 Value of Each Point
1 – 1,999	\$ 200	\$ 350
2,000 – 4,999	\$ 400	\$600
5000 – 7,499	\$ 800	\$1,100
7,500 – 9,499	\$ 1,000	\$ 1,300
9,500 – 12,499	\$ 1,500	\$ 1,800
12,500 – 16,999	\$ 2,500	\$ 3,000
17,000 – 24,999	\$ 3,000	\$ 3,500
25,000 – 31,999	\$ 3,500	\$ 4,000
32,000 – 99,999	\$ 6,000	\$ 6,500
100,000 +	\$ 10,000	\$ 10,000

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Small Scale will not be awarded to RDP eligible municipalities

Best to apply for both in case your RDP application claims cannot be verified

1 st year FY15 95 awarded	\$359,600
2 nd year FY16 137 awarded	\$1.3 MM
3 rd year FY17 166 awarded	\$1.5 MM
4 th year FY18 assuming same 166 payment brackets	\$1.76 MM under the new

RDP Worksheet

Recycling Dividends Program Worksheet - Application Deadline June 14, 2017

Only one number should be entered in each "Your Points" box – 6 Points Minimum to Qualify

Curbside			Drop Off		
	Point Value*	Your Points		Point Value*	Your Points
PAYT/SMART – all trash PAYT/SMART bags	5		PAYT/SMART, bag, sticker, punch card	4	
PAYT/SMART – all trash stickers or tags			Modified PAYT/SMART: no more than 52 free	3	
Modified PAYT/SMART: 35-gal cart; first bag/barrel free, excess PAYT/SMART bags	4		Municipally run, enclosed Swap Shop	2	
Modified PAYT/SMART: 35-gal cart; first bag/barrel free, excess stickers or tags	3		Organics collected at municipal location	2	
Trash limit 48-gal cart/ wk			NEW - Subsidized Home Composters for Residents	1	
Trash limit 64-gal/ wk	2		Bulky items, min. \$5, for collection of 3 or more: Mattresses, upholstered or wood furniture, toilets, sinks & carpet	1	
Town-wide weekly organics collection	4		Yard waste, drop off open min. 30 wks	2	
Organics collected weekly-pilot	2		HHW collection event - min 6 x/year	2	
NEW - Subsidized Home Composters for Residents	1		HHW collection event - min 2 x/year	1	
Bulky items, min. fee \$5, collection of 3 or more: Mattresses, upholstered or wood furniture, toilets, sinks & carpet	2		CHARM - open 1x/mo. RECYCLING 2 or more : Automotive (4 items), books/media, bulky rigid plastics, carpet, electronics, Styrofoam, white goods, mattresses, mercury, paint, textiles, wood, plastic bags, fire extinguishers + propane tanks	2	
Yard waste, curbside min. 20 wks	2		Residential Hauler Regulation – Enforced Bundled service, trash and recycling at a rate that reflects the cost of both services.	3	
Yard waste, drop off open min. 30 wks	1				
Mandatory Recycling min. 19 bcs/wk	3				
Enforcement min. 10 bcs/wk	1				

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This is a partial snap-shop of the RDP worksheet which was available as a handout on the webinar and is also on our RDP webpage. It is a convenient summary of all the RDP categories and beginning on page *28* of the Grant Guidance you'll find all the details

- Each RDP category is alternately shaded.
- If there is more than one option in the category, you can only select one option per category

New options and categories are highlighted in red throughout this section of the presentation

Then I'll talk through the RDP categories that are common to both the Curbside menu and Drop-off menu

Then I'll talk through the categories that differ

Allowable Use of RDP Funds

Funds intended to support recycling and waste reduction activities, but with some limitations:
Not for general operating costs

Broad range of eligible expenses. See handout

Funds do not have to be spent in the year awarded

Dedicated account not required, although may be helpful

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Funds must be spent on Approved Equipment and Activities.

All expenditures must support the expansion of recycling and waste reduction programs.

In general operational expenses are NOT eligible. The exceptions to this are the collection and processing costs associated with food waste, the cost of an Recycling ENFORCEMENT Coordinator, and the transportation and processing of any CHARM listed item.

For example, funds CANNOT be spend funds on recycling collection or the operation of the transfer station or solid waste tipping

We do not require a dedicated account, although, that may help with the tracking that will be required. You will be required to report annually, in ReTRAC, on the balance of RDP funds, each calendar year. You do not have to spend all your RDP funds in a given time period. If you want to save up for a big expenditure, like rolling out wheeled recycling carts, that's fine. You will be required to report as long as you have an RDP balance.

Changes to Allowable Use of Funds

See Grant Guidance for complete listing of approved expenditures

- **Outreach and Education:** Up to \$750 per year for recycling related conferences and memberships
- **Toxics Reduction:** Cost to host a second or subsequent comprehensive HHW collection event, IF charging less than full cost to resident.
- **Closing the Loop:** Up to \$2000 per year on products containing post-consumer recycled content purchased from EPP State Contracts

Annual reporting required. Be prepared to be audited.

RDP: Earning Points

ALL program elements claimed on this application

MUST BE IN PLACE and OPERATIONAL

By the Application Deadline – June 14, 2017

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This is a rewards program for diversion programs you have already implemented.

Programs that begin June 15, 2017 or later will be eligible next year

Review of RDP Criteria

See Grant Guidance for full explanation of each criteria

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- Items in RED signify changes
- Items in PURPLE indicate where dependent questions will be asked

RDP: Earning Points

Solid Waste Program

- ☐ Full SMART/PAYT
- ☐ “First bag free” SMART/PAYT
- ☐ Sticker, tag, punch card programs

Swap Shop

- ☐ Municipally operated drop-off for reusable home goods and furnishings for others to take

Organics

- ☐ Source separated food waste collected at a municipally owned collection center
- ☐ **Comprehensive home compost bin program**

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If there's more than one box under a category heading, you can only pick one (choices are mutually exclusive)

Solid Waste Program

- A “first bag free” program applies to municipalities that give their residents no more than 52 bags per year, usually as part of the transfer station sticker renewal process

Bulky Items

- Can be disposed or recycled
- The intent of this criteria is to encourage residents to seek alternate uses, re-use for instance, and to prevent imports from other communities that can result when bulky items are free and unlimited.

Dependent Question – bulky items

- You will be asked to paste the URL (link) to the bulky items fee schedule on your municipal website. If there is NO municipal website (as determined by the municipal website listing on the Mass Municipal Association's webpage (<http://www.mma.org/city-and-town-web-sites>), then providing a link to a regional website is acceptable

Organics category – new option

Home Compost Bin Distribution [1 point]
for subsidized price and effective outreach

Municipality qualifies by:

- Selling bins at a discount; not to exceed \$25
- Promoting distribution program online
- Offering annual educational program such as a workshop, demonstration, promotion at town festival, video program aired locally

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The applicant will be asked to provide:

- # of bins sold in the current fiscal year
- Sale price
- url to online promotion
- url to publicity for outreach

About 40 munis currently sell bins at a discount, and another 150 report having compost bin distribution programs.

RDP: Earning Points

Bulky Items

- ☐ Minimum fee of \$5 for at least 3 of the listed items:
 - Mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet

Yard Waste

- ☐ Drop-off location open minimum of 30 weeks per year

Household Hazardous Waste (HHW) Collection

- ☐ Host a permanent HHW collection center – minimum 6 x year
- ☐ Participate in regional HHW collection center – min 6 x year
- ☐ Participate in reciprocal arrangement – min 6 x year
- ☐ Host HHW collection events twice per year
- ☐ Fund two HHW collection events

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Yard Waste

- this criteria requires the collection of leaves and grass a minimum of 30 weeks per year. The criteria no longer includes brush collection.
- Criteria is silent on the number of days per week that the drop-off has to be open. This is may change next year.

Additional opportunity under REGIONAL: Alternatively, a municipality will qualify under this option if it signs a contract with a privately operated HHW facility and places on account (i.e., pays up front) with the HHW facility a sum of money sufficient to cover 1% of the town's TOTAL HOUSEHOLDS multiplied by \$50 per household. The HHW facility must be within 20 mile of the municipality. Residents must be allowed to drop-off HHW at the facility at least once per month, eight months of the year. If you select this option you will be asked for the name of the facility. A privately operated HHW facility (or the municipality) will be required to provide a copy of the contract demonstrating the alternative requirement is met.

HHW Dependent Questions

URL to the HHW event dates and locations on your municipal website

AND

Regional collection center – Name of Facility

OR

Reciprocal arrangement – List name of other participating municipalities

OR

Comprehensive events – date of last event and date of next event

CHARM – new materials

Center for Hard to Recycle Materials (CHARM)

Must meet all of the following criteria:

- ✓ Items collected for recycling at a single permanent location
- ✓ Open minimum of once per month
- ✓ In the municipality or contiguous community*
 - * Exception for very low density areas
 - Determined by census data
 - ≤ 400 people per square mile
 - Open CHARM within a 7 mile radius

RDP: Earning Points

CHARM (continued)

Added materials to the list

- Plastic bags
- Fire extinguishers AND propane tanks (1# and 20#)

Collect a minimum of 7 listed items:

Automotive wastes	Large Appliances
Books / Media	Mattresses
Bulky Rigid Plastics	Mercury bearing products
Carpet	Paint
Electronic wastes*	Plastic bags
Expanded Polystyrene	Textiles
NEW: Propane / Fire Extinguishers	Wood

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The addition of plastic bags supports our recycling decontamination efforts

Several times per year we hear from residents across the state about the difficulty getting rid of fire extinguishers. After a bit of research it was determined that companies that can recycle propane canisters can also take fire extinguishers. One pound propane canisters are also difficult for residents to get rid of.

NOTE: Now that plastic bags, and propane tanks/fire extinguishers (when both are collected and when #1 and #20 propane are collected) are CHARM listed items, RDP funds may be used for the costs associated with transportation and processing.

*MINIMUM CRITERIA

Automotive Wastes – antifreeze, waste oil, tires, auto batteries

Electronic Wastes – all computer and TV related electronics

Mercury bearing products – Hg lamps/CFLs, button batteries, thermostats, thermometers, other products containing mercury

RDP: Earning Points – Drop-off

Residential Hauler Regulation/Ordinance/Bylaw - ENFORCED

- ☐ Actively enforced, requiring integrated service at one price

Access to Municipal Recycling Center

- ☐ Haulers collecting from residential customers are encouraged to tip recyclables at a municipal facility;
- ☐ Businesses are encouraged to bring recyclables to the municipal drop-off;
- ☐ Non-residents have access to recycling paper, cardboard, bottles, and cans, free of charge

Note: all options have annual notification requirement

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Yard Waste

- this criteria requires the collection of leaves and grass a minimum of 30 weeks per year. The criteria no longer includes brush collection.
- Criteria is silent on the number of days per week that the drop-off has to be open. This may change next year.

Hauler Regulation

Attach copy of regulation being enforced

AND

Attach documentation which demonstrates active enforcement is taking place. I'm looking for you to describe how you track the enforcement activities; the number of hours per week or per month spent on this activity; how violations are tracked and the number of resulting fines.

Comprehensive Hauler Regulations Adopted – 2 points

Summary of requirements:

- All generators are regulated – commercial and residential
- Hauler must provide both trash and recycling collection
- Recycling is mandatory for all generators

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We have known, for a long time, that many commercial business are not recycling.

We have also received requests from many municipalities over the last several years for good examples of hauler regulations.

In response to both of these factors, MassDEP has spent considerable effort facilitating the creation of best practices for developing private hauler regulations – some of you may have taken part in those stakeholder meetings. The result of that work can be found on MassDEP's website:
<http://www.mass.gov/eea/agencies/massdep/recycle/reduce/mandatory-recycling.html>

And now that we have these best practices, we have added a category to our RDP framework

REFER TO THE GRANT GUIDANCE

THIS IS A HEAVY LIFT. WE KNOW THIS. But as we continue to expand RDP and invest more resources in this program, we felt it was important to call

it out as a best practices and recognize those municipalities who are doing work in this important area.

There are a number of municipalities interesting in creating hauler regulations or updating existing regulations, and we know this can be a long process. Our expectation is that only a handful of munis will qualify in this first year.

Waste Prevention Outreach / Education

1 point

Promotion of waste reduction, reuse, recycling, repair and/or contamination reduction

Successful education programs utilize a variety of outreach methods

To qualify: must have completed FOUR out of EIGHT activities

- Establish or publicize an adopted Recycling or Waste Reduction Goal
- Waste reduction (WR) information via sandwich boards, electronic ticker tape sign, or billboard, at major intersection(s) twice per year
- Published in local newspaper 4 times per year
- Utilizing an official municipal mobile app
- Annual recycling brochure mailed to residents
- Municipal waste reduction page includes social media component & link to Beyond the Bin
- Local radio or TV twice per year
- Green Team participation – at least 2 schools

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We know that people absorb information through many different avenues, which is why the Outreach and Education category includes activities across the many information channels.

Check the Grant Guidance for details

RDP: BONUS Point

Promoting Textile Recovery

Tier 1 – less than 7,500 households served: 3+ activities

Tier 2 – 7,500 households served or greater: 6+ activities

- ✓ Participation in Textile Recovery Toolkit Webinar
- ✓ ReTRAC Recycle Search directory link on webpage
- ✓ News article/guest editorial
- ✓ Local promotion on community board
- ✓ Quarterly promotion via social media
- ✓ Textile recycling at school(s)
- ✓ Annual recycling mailing to residents includes textile recycling
- ✓ PSAs and/or videos on local cable or radio station
- ✓ Regulation/ordinance governing textile donation boxes
- ✓ Permanent collection municipal site (excluding schools)
- ✓ Tonnage tracked from private and municipal collection
- ✓ Municipality purchases wiping cloths made from recycled textiles

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Next Steps

- Review Grant Guidance
- Submit data reports via ReTRAC, if you haven't already
 - CY2015 and CY2016 Recycling & Solid Waste survey
- Submit Grant Application
 - FIRST Certification of Eligibility
 - THEN Grant Item requests

Visit the grant webpage for detailed grant guidance, templates and reference materials:

<http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>

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READ the Overview Section carefully,

and EACH of the sections for the grant item(s) you are requesting!!! Critical information provided includes: mandatory grant conditions, evaluation criteria, who is eligible to apply, the maximum award amount per grant, the contact person at DEP and more.

If you have Questions

Recycling/SW Survey

- Contact your MAC

Enforcement Coordinator, PAYT, and ReTRAC

- Janine Delaney, 617-348-4004

Drop-off Equip & Mattress & Recycling Carts

- Lydia Meintel-Wade, 617-556-1011

School Assistance and Food Waste Carts

- Ann McGovern, 617-292-5834

Waste Reduction Projects

- Brooke Nash, 617-292-5984

Organics Capacity Projects

- Greg Cooper, 617-292-5988

Recycling Dividends Program and Small-Scale

- Dawn Quirk, 617-292-5557

General grant questions

- Tina Klein, 617-292-5704

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Evaluations

- each grant category is evaluated separately and applications are ranked against one another within the category
- one of the criteria we look at is success of previous grants. Did the grantee stay on track and meet the grant goals, and do they have any outstanding reporting requirements? PAYT for 2 years, Drop-off and Carts for 3 years, interim and final reports, etc.